

HOW TO APPLY

Submit a current and complete State of Florida application to:

Paula Watkins
Office of Court Administration, Room 225
Leon County Courthouse
301 South Monroe Street
Tallahassee, FL 32301
Phone: (850) 606-4401; Fax: (850) 606-4343
E-mail: watkinsp@leoncountyfl.gov

An application must be submitted for the position listing the appropriate class title and position number for which you are applying. **Your application must be received in the office by 5:00 p.m. on Tuesday, August 4, 2015.**

ADMINISTRATIVE ASSOCIATE V

(Criminal Case Management Unit)

Annual Base Salary: \$24,073.00

****The successful candidate will be hired at the minimum salary****

Leon County Position Number: CT070

General Description

This is highly independent, varied, and complex administrative, clerical, and support work typically involving a major/complex and high profile program or program activity within County government. Work involves public contact.

The clerical assistant for the Criminal Case Management Unit shall provide clerical and data support to the Court Mental Health Coordinator, the Court's Veteran's Coordinator, and the Drug Court Coordinator.

Essential duties to include but not limited to:

- 1) Process and main databases established in the unit,
- 2) Submit commitment packets to APD and DCF as well as working with these agencies on any deficiencies with commitment packets,
- 3) Work with court appointed experts to resolve any issues that arise in the evaluation process,
- 4) Provide clerical support to the court's Veteran's Coordinator and Drug Court Coordinator
- 5) Assist in the preparation of reports for the unit,
- 6) Answer phones, file, prepare and/or update court documents,
- 7) Other clerical support duties as determined and directed by the Trial Court Administrator and/or the Criminal Court Manager.

Con't ADMINISTRATIVE ASSOCIATE V

Education and Training Guidelines

Requires a high school diploma or an equivalent and four years of secretarial and/or clerical work experience; or graduation from an accredited four year college or university with a Bachelor's Degree in accounting, business or public administration or a related field; or an AA degree and two years of related work experience; or an equivalent combination of training and experience

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Answers telephones; provides information, directs callers to appropriate personnel or department, or takes and relays messages.

Serves as receptionist; greets visitors and establishes purpose of visit; provides information or directs visitor to appropriate personnel or department.

Performs clerical tasks, such as typing and processing documents such as letters, agreements or memoranda; processing and distributing mail; preparing paperwork for meetings; preparing routine reports; performing data entry; maintaining calendars or file/record systems; shredding; or faxing.

Receives, arranges and posts court dockets provided by judicial assistants on trials being heard by the judges; assists in ensuring proper setup of courtrooms for session.

Signs materials in and out, processes monies received, gathers data for special reports, processes clerk's orders, and/or assists with special projects as directed.

Prepares envelopes, makes photocopies of reports/orders, and stamps and stuffs envelopes for mailing to parties.

Competencies

Data Responsibility:

Computes or performs arithmetic operations.

People Responsibility

Speaks with or signals to people to convey or exchange information.

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Assets Responsibility:

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

Performs semi-routine work, following procedures, with occasional problems; requires normal attention for accurate results.

Impact of Decisions:

Makes decisions with minor impact - affects only those in immediate work area.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as telephones, fax machine, computer, peripherals, or software programs, such as word processing.

Special Comments:

- Experience in the court system is preferred.
- Working knowledge of Microsoft Office applications particularly Excel, Word, and Powerpoint.
- A thorough criminal and civil background check will be conducted on all final applicants.
- An application addendum is required for final applicants.
- Position available Friday, August 14, 2015

Con't ADMINISTRATIVE ASSOCIATE V

An application must be submitted for the position listing the appropriate class title and position number for which you are applying. **Your application must be received in the office by 5:00 p.m. on the closing date listed above.**

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.